

**HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD
TECHNICIAN VACANCY ANNOUNCEMENT**

VACANCY ANNOUNCEMENT #

09-624A

OPEN PERIOD:

12/15/2009 – 1/5/2010

JOB TITLE:

Flight Services Specialist

PAY GRADE AND SERIES:

GS-2101-09

PAY RANGE:

\$51,805 - \$67,346

POSITION LOCATION:

Port Hueneme, CA.

APPOINTMENT TYPE: PERMANENT - DUAL STATUS

PDCN #: 80312000

Security Clearance Required:

Secret

AREA OF CONSIDERATION: ALL SOURCES

Military grade of E-1 through E-8.

Compatible Military Grade Assignment: AFSC 1C7XX.

Key Requirements:

THIS IS A PERMANENT POSITION

Position is located in Airfield Management/Flight Services Branch which is responsible for coordinating and maintaining liaison with military, federal, and local agencies concerning airspace utilization, flying operations, aircraft emergencies, search and rescue operations, and natural disasters. This full- performance level position provides direct support to unit and other military and civilian aircrews during scheduled and unscheduled flying and ground activities. The incumbent works independently on standard and extended and/or rotating shifts to provide aircrews with information and assistance necessary for planning and conducting safe flight operations.

Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS NOT authorized.

PAYMENT OF PERMANENT CHANGE OF STATION (PCS): Payment of Permanent Change of Station (PCS) IS NOT authorized, based on a determination that PCS move is not in the Government interest

SUBJECT to NIGHT and/or ROTATING SHIFTS.

Position Requires Travel: Some, 1 to 5 days per month.

QUALIFICATIONS and EVALUATION:

General: Experience, education, or training which demonstrates the applicant's ability to interpret, explain, and/or apply a variety of regulations and procedures.

Flight Services Specialist GS-2101-09: Must have 24 months of specialized experience providing preflight briefings to military and civilian aircrews; experience working with air traffic control, noise abatement, Bird Aircraft Strike Hazard (BASH) procedures and Notice to Airmen (NOTAMS); experience with Quick Reaction Checklist (QRC's) when aircraft and ground emergencies occur; experience with airfield inspection; experience with Communications Security (COMSEC) procedures.

KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Knowledge of military or civilian flight planning procedures.
2. Knowledge of traffic control, Bird Aircraft Strike Hazard (BASH) program to Notice to Airmen (NOTAMS).
3. Knowledge of flight following procedures and Air Force Quick Reaction Checklists (QRC's).
4. Knowledge of daily inspections of airfields.
5. Knowledge of Communications Security (COMSEC) material.

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

CONDITIONS OF EMPLOYMENT:

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA National Guard and wear appropriate military required grooming standards.

HOW TO APPLY:

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment **OR** a current resume.
2. Attach any required documents (see Required Documents below).
3. Submit application package to the California National Guard – HRO Office via email at NGCAHRJOBSTECH@CA.NGB.ARMY.MIL
4. Please title your emails to fit the format of (Last Name, First Name - Announcement Number); (i.e., Smith, Joe – 09-001)

IF YOU DO NOT RECEIVE A CONFIRMATION EMAIL WITHIN 2 BUSINESS DAYS, PLEASE CONTACT THE HRO STAFFING TEAM AT (916) 854-3350

REQUIRED DOCUMENTS (Application Packet):

- OF 612, Optional Application for Federal Employment **OR** current resume (mandatory)

OPTIONAL DOCUMENT (Application Packet):

- SF 181, Ethnicity and Race Identification Form

APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE

www.calguard.ca.gov/cahr and at www.opm.gov/forms/ .

APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.

VETERANS PREFERENCE DOES NOT APPLY.

All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER